



# OPERATING RULES/ PROCEDURES MANUAL

This booklet is designed to give guidance in the everyday running of the Club. It contains procedures which will help the organisers or the committee. Information on the Ralph Hagedorn Trophy Award and qualifications for Life Membership Guidelines and Nomination Form are found within.

On our website: [www.sunbeamcarclubsa.org.au](http://www.sunbeamcarclubsa.org.au) you will find information and forms showing all that is necessary to run a particular event. However, these instructions are not intended to stop the individual from making their own decisions and leaving their own mark on an outing.

Assistance with organizing various specialty runs is found on the Sunbeam Car Owners' Club website with the following forms.

Forms:

Show and Shine

Economy Run

Observation Runs (Inc. Alley Rally)

Shed Day

Workshop Day

Christmas function

Proclamation Day Breakfast

## 1 ADHERENCE TO RULES

Every person accepting membership of the Club shall, by such acceptance, agree to abide by the Club rules and all additions and amendments thereto.

The Secretary shall supply a copy of the current Constitution and Operating Rules/Procedures to members without access to the internet as soon as possible after joining the Club.

## 2 NEW MEMBERS - refer Clause 6 in the Constitution

Any person who is in sympathy with the objects of the Club shall be eligible for relevant Membership.

A candidate for membership shall complete an application form and forward it to the Secretary for due consideration by the Executive Committee. The candidate will, in due course, be advised by the Secretary of the Executive Committee's decision, and, provided the application was approved, the candidate shall pay the amount of any entrance fee and subscription fee to the Treasurer. Upon payment of this amount, the candidate shall become a financial Member as from the date of application.

The Treasurer shall then record the candidate's name, address and contact details, issue a receipt, a Membership Card, a name tag, and a current constitution for those without access to the internet with any current relevant information.

## 3 LIFE MEMBERSHIP - refer Clause 5 in the Constitution

Procedures for Life Membership nomination

All nominations for Life Membership must be submitted in writing on the official form and delivered, in total confidence to the President providing as much detail as possible.

All nominations are strictly confidential and the intent to nominate and all details of the nomination must be kept confidential by the nominator.

The nomination will be placed before the next Executive Committee Meeting and assessed using the guidelines (see below).

Should the Executive Committee unanimously support the nomination, Life Membership will be proposed to a General Meeting of the Club for ratification by majority secret ballot vote in accordance with the Constitution.

Should the nomination not be supported, the nominator will be advised in confidence of the Executive Committee's decision.

A maximum of one new Life Member per year to be accepted (and only if appropriate).

The number of Life Members cannot exceed the maximum of 10% of total Club Membership at the time of election.

In the event of successful nomination, a badge or trophy will be presented to the new Life Member at a small ceremony at the Annual General Meeting.

A Life Member is exempt from paying the annual club subscription.

Guidelines for Life Membership

Life Membership of the Club may be offered to members who have met some or all of criteria below:

Nominated Members should have:

- exhibited exemplary conduct at all times in Club affairs;
- been a Club Member for at least 20 years;
- held office for a collective period of at least five years in one or more of the following positions such as Executive Committee, Editor, Auditor, Competition Officer, Librarian etc;
- willingly and regularly displayed Club personship;
- been an active member of the Club, and who in the opinion of the Club, has provided outstanding service and actively supported the objectives of the Club;
- significant involvement in the organisation of events, and smooth running of the Club;
- prepared significant and/or numerous articles for the Club newsletter.

Information to be provided

To assist in the assessment process, the nomination should contain sufficient information to permit assessment referring to the above guidelines.

#### 4 NOMINATIONS FOR THE EXECUTIVE COMMITTEE - refer Clause 4 in the Constitution

A person nominated for the Executive Committee must have been a financial Member for at least six months immediately prior to the date of the Annual General Meeting. This rule may be suspended only by the consent of those eligible to vote at the meeting.

Nominations for the Executive Committee may be proposed by any Member of the Club during the period of six weeks immediately preceding the Annual General Meeting.

Nomination shall be seconded and submitted in writing to the Club's President. It shall name the office in respect of which the nomination is made and shall be signed by the Member making the nomination as well as a seconder.

On receipt of a nomination, the President shall contact the nominee and request their decision in writing in respect to the nomination. Such advice shall be appended to a nomination form.

The President shall submit all such nominations to the Chairperson conducting the elections at the Annual General Meeting.

Nominations may be proposed verbally by any Member to the Chairperson conducting the elections at the Annual General Meeting. All verbal proposals shall be seconded by a Member before they are accepted.

The Chairperson conducting the elections shall only accept nominations that have the agreement of their respective nominees.

In the event of more than one nomination for a position, the selection of the candidate shall be decided by secret ballot.

The names of the nominees and the positions for which they are being nominated shall be announced by the Chairperson before the ballot takes place.

Any Member may appoint another person, who need not be a Member, to act as his/her proxy in any business conducted during the elections at the Annual General Meeting. Prior the commencement of the elections, the proxy shall submit satisfactory 'authorisation to act' to the Chairperson appointed.

The Member may issue to the proxy specific voting instructions. If this is done, the instruction shall be in a form that can be used as a ballot paper and shall be used as such.

## 5 DUTIES OF THE EXECUTIVE COMMITTEE

The Executive Committee shall, subject to the requirements of the Constitution and Operating Rules/Procedures be responsible for the management and operations of the club.

Responsibilities include:

- arranging the main items of business for General Meetings;
- receiving and dealing with correspondence and applications for Membership;
- receiving and approving accounts for payment, subject to the provision of Clauses 18 and 19 in the Constitution;
- and generally carry out necessary duties assisting in the smooth running of the Club.

The Executive Committee shall be empowered to grant any of its Members leave of absence for reasons of fitness, urgent private business or circumstances beyond the Member's control.

The Executive Committee shall have the power to appoint such officers and Members as required to carry out the objectives of the Club and may discuss or delegate any of its powers to such officers and Members.

The Executive Committee shall implement resolutions passed by the Club and may take any actions deemed necessary to achieve the objects stated or implied by a resolution. Such action by the Executive Committee shall be binding on the Club.

The Executive Committee shall be the final authority for the Interpretation of the Rules of the Club provided that such interpretation may be varied by a resolution passed at a general meeting of the Club.

During the period between the retirement of the outgoing Executive Committee and the completion of the elections of the incoming Executive Committee at each Annual General Meeting, the final interpretation of the Rules of the Club shall be decided by majority vote of Members present or Members represented by proxy.

The Executive Committee may appoint a Member to fill a casual vacancy, and as such, an Executive Committee Member shall hold office until the next Annual General Meeting of the Club and shall be eligible for re-election.

A Member of the Executive Committee and Club Members, who have an interest in a contract with the Club, must disclose that interest to the Committee as required by the Act, and shall not vote with respect to that contract.

## 6 DUTIES OF EXECUTIVE COMMITTEE MEMBERS - refer Clauses 4 and 11 in the Constitution

The President (or in his/her absence, the Vice-President):

Shall take the Chair at meetings of the Club or Executive Committee. If 15 minutes after the scheduled starting time of the meeting, neither of these officers is present, the Members shall elect a Chairperson from the other Executive Committee Members present. The Chairperson shall see that Minutes are taken at all meetings.

The Vice-President:

Shall act as deputy for the President when necessary.

The Secretary:

Shall manage the Club's general business, within the limits imposed by the rules. He/she shall issue notices convening meetings in accordance with Clauses 15 and 16 in the Constitution. He/she shall deal promptly with correspondence of a routine or minor nature and generally do such other work as is usually performed by the Secretary of similar clubs.

The Secretary will advise the candidate applying for Club Membership, of the Executive Committee's decision, and if successful, that the candidate should send payment for any entrance fee and subscription fee to the Treasurer.

When receiving a change of membership/contact details from a Member, the Secretary shall forward this information to the Treasurer.

The Assistant Secretary:

Shall help the Secretary where possible and shall keep Minutes of each properly constituted meeting within the Club.

The Treasurer:

Shall keep the Club's financial records, which shall close as of 30 June annually, shall keep a register of Members and shall inform all Members in writing that their subscriptions are in arrears before becoming unfinancial.

The Treasurer, on receipt of payment of subscription from a new Club Member, shall record the Members name, address and contact details, issue them with a receipt, a Membership Card, a name tag, a Club Constitution, if required, and any current relevant information.

The Treasurer shall control the issue/sale of saleable items such as badges; etc.

At each General Meeting the Treasurer shall have available a statement of the current financial position of the Club.

At the Annual General Meeting he/she shall present an audited financial report comprising a Statement of Receipts and Payments for the previous financial year and a Statement of Assets and Liabilities as of the close of that year.

He/she shall give properly endorsed receipts from a page numbered receipt book for all monies received and shall deposit such monies to the credit of the Club's bank account as soon as possible after receipt.

The Treasurer shall obtain ratification of accounts paid at the first General Meeting after such payment; such authority shall be recorded in the minutes of the relevant meeting.

## 7 AUDITING - refer Clause 20 in the Constitution

The Club shall appoint an Auditor whose duty shall be to provide an independent report as to the accuracy and reliability of the accounts and records kept by the Treasurer during that year.

At each Annual General Meeting an auditor shall be appointed for the ensuing year. Should an auditor not be elected at an Annual General Meeting, he/she may be appointed at any subsequent General Meeting to hold office until the following Annual General Meeting

The Auditor shall present a report at the Annual General Meeting attached to the Treasurer's Report, and it shall be read aloud by the Chairman to the Meeting. The auditor shall then retire from office, but is eligible for re-election.

## 8 PUBLIC OFFICER

The Secretary shall be appointed the Public Officer.

## 9 MEETINGS - refer Clauses 14, 15 and 16 in the Constitution

Full and accurate minutes of all meetings of the Club and of the Executive Committee, shall be recorded.

The minutes kept pursuant to this rule shall be signed by the Chairperson of the meeting at which the proceedings took place or by the Chairperson of the next succeeding meeting.

Where minutes are signed they shall, until the contrary is proven, be evidence that the meeting was convened and duly held, and that all proceedings at the meeting as recorded, are valid.

The Chairperson, may, with the consent of any meeting at which a quorum is present, and if so directed by the meeting, adjourn the meeting from time to time and from place to place, but no business shall be transacted at any adjourned meeting other than the business left unfinished at the meeting from which the adjournment took place.

When a meeting is adjourned for 30 days or more, notice of the adjourned meeting shall be given as if that meeting was an original meeting of members.

## 10 RESOLUTION AND VOTING

Every motion shall be properly moved and seconded.

The Chairperson may rule any motion out of order but shall state his/her reason for rejecting it. The Chairperson's ruling may be dissented from if a motion to that effect is carried, in which case the rejected motion shall stand and be open for discussion.

The intention to conduct a vote on a major issue, that affects all Members shall be published in the Newsletter in the month the meeting is being held at which the vote is to be taken. Postal votes of financial Members and proxy votes regarding the proposed issue shall be accepted.

Voting, except for the election of officers, shall be by a show of hands unless a motion is carried to hold a secret ballot on the issue in question.

Decisions shall be made by a simple majority vote. In the event of a tie vote, the Chairperson shall only have a casting vote which shall decide the issue.

## 11 MAGAZINE

The Club may publish a magazine, and an editor may be appointed at an Annual General Meeting who shall retain the position for a year.

The editor of the magazine shall, for Club events published in the magazine, always provide the 'Abandonment of an Event' clause – '*The Club reserves the right to alter, abandon, cancel or postpone any event for any reason, prior to, or during an event.*' underneath the advertisement.

## 12 ABANDONMENT OF AN EVENT

The Club reserves the right to alter, abandon, cancel or postpone any event for any reason, prior to, or during an event.

## 13 AWARDS AND PRIZES

All awards, prizes and results are provisional until the official presentation takes place.

## 14 THE RALPH HAGEDORN FOUNDERS AWARD

The Ralph Hagedorn Founders Award is a Club Member of the Year award presented annually at the Christmas function.

Criteria for nomination for The Ralph Hagedorn Trophy

The Club Member must have met at least five of the following criteria:

- regularly used a Sunbeam vehicle to attend Sunbeam or Sunbeam related events;
- regularly attended social events and Sunbeam rallies;



- organised runs and other events associated with the running of the Club;
- taken an active part in the management of the Club e.g. held office, or volunteered to plan events etc.
- submitted article(s) for the club monthly newsletter;
- helped other Members with maintenance/restoration problems and offers advice;
- regularly attended monthly meetings;
- attended other Rootes Group events.

Procedure for nomination for The Ralph Hagedorn Founders Trophy

An advertisement giving notice of the Trophy criteria shall be placed in September and October magazines. Each member shall receive an official nomination form in October's magazine.

All nominations for the Trophy must be submitted in writing on the official form and delivered, in total confidence to the President by the November General Meeting providing as much detail as possible.

All nominations are strictly confidential and the intent to nominate and all details of the nomination must be kept confidential by the nominator.

The nominations received will be counted by the President and a scrutineer. In the event of either of these Members being nominated, another independent Member will be appointed.

The results will remain confidential until the announcement at the Christmas event.

The President shall arrange the engraving of a plaque (held by the Treasurer) in time for the presentation.

A goblet (held by the Treasurer) shall be engraved and presented to the previous year's winner of the award as a keepsake by the President.

## 15 WORLD WIDE WEB SITE

Purpose

The purpose of a Club's web site is to:

- promote the Club in accordance with the Club's aims embodied in its Constitution
- provide a repository of information for members of the Club.

Administration

A Web site Administrator shall be appointed at an Annual General Meeting and shall be responsible for:

- placing material on the site (refer Consent forms)
- editing and updating files
- setting the password

- monitoring usage statistics (a report to be given at each general meeting)
- receiving email sent to Club and pass on to relevant Members

## 16 SPARE PARTS

The Club may purchase or arrange for the manufacture of motor vehicle spare parts from its funds for the benefit of its members. The parts shall be the property of the club and held in stock until required.

Spare parts may be sold to either Members of the Club or to non members.

A sale price shall be set by the Committee for each item, based on:

- recovery of cost (including the construction of dies etc)
- interest on funds tied up in the purchase
- cost of handling
- a margin of profit to contribute to general operating costs.

Charge to Members shall be a maximum of true cost plus 10%.

Charge to non-Members shall be at the discretion of the Executive Committee but shall not exceed 150% of the true cost.

Members of the Club responsible for storing spare parts at the request of the Executive Committee shall advise the Treasurer of any sales or acquisitions and supply a list of stock held at the end of each financial year.

A record shall be maintained by the Spare Parts Manager of all spare parts owned by the Club and shall be appointed by the Executive Committee.

## 17 CLUB SUBSIDISATION FOR EVENTS

Background

There is general agreement that the Club should pay a subsidy on club event(s) each year to benefit as many members and partners as possible.

Guidelines

Executive Committee, together with the Social Secretary, is to determine which event(s) are to be subsidised as soon as practicable after the AGM each year.

## 18 EXPENDITURE FOR EVENTS

Guidelines

Event organisers should realistically estimate the costs involved and set the cost per person accordingly.

Hosts are not to set out to make a surplus for the Club, unless it is a fund raising event. The President and Treasurer will consider any unexpected and minor over expenditure at their discretion.

The payment of out of pocket expenses to an event host are to be reported as part of the Treasurer's report at a subsequent meeting after payment.

## 19 ACKNOWLEDGEMENTS

### Background

It is generally considered that the Club should (promptly after becoming aware) acknowledge significant personal events of members/immediate family by way of sending a card, flowers, or other as may be appropriate.

Such events or situations would include deaths, significant sickness, surgical operations, milestone birthdays etc.

### Guidelines

The type of acknowledgement is to depend on the circumstances and to be at the discretion of the President in consultation with the Vice President and/or the Treasurer.

The acknowledgement is to be organised by the Executive Committee without reference to a general meeting.

The purchase of acknowledgements is to be from Club funds (ie not at personal expense). Any Club member who considers that an acknowledgement should be made is to contact the Club President or a member of the Club Committee.

The President is to ensure that the acknowledgement is purchased and delivered to the relevant person.

## 20 OWNERS STATEMENT OF INTENT

This form is to be produced annually before the club's Authorised Officers can sign off on the log book for the ensuing year. The purpose of this form is to keep foremost in the owner's mind that it continues to be the responsibility of the owner to comply with the Club Registration Code of Practice.

It is the duty of the Authorised Officers to provide a copy of this form to each member at least one week prior to the annual "Historic Registration Day".



# SUNBEAM CAR OWNERS CLUB OF S.A.

## OWNERS STATEMENT OF INTENT

Name .....

Name .....

Address .....

Postcode .....

**Make of vehicle** .....

Model ..... Model Designation .....

Year ..... Body Style .....

**Make of vehicle** .....

Model ..... Model Designation .....

Year ..... Body Style .....

**Make of vehicle** .....

Model ..... Model Designation .....

Year ..... Body Style .....

I/We acknowledge the requirements for vehicles on conditional registration to be maintained throughout the period of registration in compliance with the Code of Practice for Conditional Registration of Historical Vehicles and Prescribed Left-Hand Drive Vehicles.

I/We affirm that the vehicle(s) described above will be maintained in compliance with the Code of Practice for Condition Registration of Historical Vehicles and Prescribed Left-Hand Drive Vehicles during the period of Conditional Registration.

Signed .....

Signed .....

Date .....

## 21 VEHICLE INSPECTION RECORD

This form is to be prepared on request by the club's Authorised Officers at least once every three years. The purpose of this form is to keep foremost in the owner's mind that it continues to be the responsibility of the owner to comply with the Club Registration Code of Practice.

Authorised Officers will provide a blank copy of this form at the time of the request.



# SUNBEAM CAR OWNERS CLUB OF S.A.

P.O. Box 112 Glenside SA 5065  
08 8337 5269  
[www.sunbeamcarclubsa.org.au](http://www.sunbeamcarclubsa.org.au)

## VEHICLE INSPECTION RECORD

Date :.....

Member Name: .....

### VEHICLE:

REGISTRATION NO.....

MODEL/YEAR .....

MODIFICATIONS.....

.....  
.....  
.....

Document inspection in logbook .....

(Notes page at back of Logbook)

Assessor:

Name and signature.....

Member signature .....

(Return this form to the club's Historic Vehicle Registrar)

Secretary - email: [secretary@sunbeamcarclubsa.org.au](mailto:secretary@sunbeamcarclubsa.org.au)  
President - email: [president@sunbeamcarclubsa.org.au](mailto:president@sunbeamcarclubsa.org.au)

# ANNUAL GENERAL MEETING

## AGENDA

1. Apologies
2. Minutes of the previous Annual General Meeting
3. Confirmation and signing of Minutes
4. Business arising from the Minutes
5. President's Report
6. Treasurer's Report (with Auditor's Report)
7. Award of Life Membership (if applicable)
8. Election of Officers:  
Executive Committee
  - President
  - Vice President
  - Secretary/Public Officer
  - Assistant Secretary
  - TreasurerOther
  - Auditor
  - Authorised Officers
  - Federation Representative
  - Newsletter Editor
  - Social Secretary
  - Librarian
  - Website Administrator
9. General Business:

## GENERAL MEETING

### AGENDA

1. Apologies
2. Minutes of the previous General Meeting
3. Confirmation and signing of Minutes
4. Business arising from the Minutes
5. President's Report
6. Treasurer's Report
7. Correspondence
9. Any other Reports
  - Conditional Registration
  - Social Secretary
  - Spare Parts manager
  - Library
  - Tech Topics
10. General Business (Guest speaker or member's forum.)



## THE RALPH HAGEDORN FOUNDERS TROPHY AWARD

The Ralph Hagedorn Founders Trophy is a Club Member of the Year award presented annually at the Christmas function.

Criteria for nomination for The Ralph Hagedorn Founders Trophy

The Club Member should have participated in at least five of the following Club activities, for example:

- regularly used a Sunbeam vehicle to attend Sunbeam or Sunbeam related events;
- regularly attended social events and Sunbeam rallies;
- organised runs and other events associated with the running of the Club;
- taken an active part in the management of the Club e.g. held office, or volunteered to plan events etc.
- submitted article(s) for the club monthly newsletter;
- helped other Members with maintenance/restoration problems and offers advice;
- regularly attended monthly meetings;
- attended other Rootes Group events.





SUNBEAM CAR OWNERS CLUB OF SOUTH AUSTRALIA INC.

LIFE MEMBERSHIP NOMINATION FORM

See guidelines for nomination overleaf

NOMINATIONS ARE INVITED FOR THE ABOVE:

I NOMINATE: \_\_\_\_\_

SECONDER: \_\_\_\_\_

SUPPORTING REASONS:

Multiple horizontal lines for writing supporting reasons.

SIGNED: \_\_\_\_\_

DATE: \_\_\_\_/\_\_\_\_/\_\_\_\_

Nominations must be received by the President to be discussed with the Executive Committee. The announcement will be made at the next general meeting.

THIS FORM SHALL BE GIVEN TO THE PRESIDENT IN CONFIDENCE

## Guidelines for Life Membership

Life Membership of the Club may be offered to members who have met some or all of the criteria below:

Nominated Members should have:

- exhibited exemplary conduct at all times in Club affairs;
- been a Club Member for at least 20 years;
- held office for a collective period of at least five years in one or more of the following positions such as Executive Committee, Editor, Auditor, Competition Officer, Librarian etc;
- willingly and regularly displayed Club personship;
- been an active member of the Club, and who in the opinion of the Club, has provided outstanding service and actively supported the objectives of the Club;
- significant involvement in the organisation of events, and smooth running of the Club;
- prepared significant and/or numerous articles for the Club newsletter.

Information to be provided

To assist in the assessment process, the nomination should contain sufficient information to permit assessment referring to the above guidelines.